

State Emergency Response Commission (SERC)
Planning & Training Committee Meeting
Meeting Minutes for November 16, 2017
Prepared on November 20, 2017

The SERC Planning & Training Committee meeting was held on November 16, 2017 at the DEMA State EOC.

Minutes for the meeting are as follows:

Attendees: AJ Schall (DEMA), Chris Murtha (DEMA), Avery Dalton (DEMA), Mark Dolan (DNREC), David Irwin (New Castle County LEPC), Charles Stevenson (Sussex County LEPC), Robert Newnam (DSFS), Patty Smenkowski (DEMA), George Giles (City of Wilmington LEPC), Dwayne Daye (DelDOT), Dave Mick (KC EOC), Brandon Olenik (KC EOC).

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:02.

Old Business:

Approval of August 17, 2017 Planning & Training Sub-Committee Meeting

Mr. Giles motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on August 17, 2017. Mr. Irwin seconded the motion. All approved.

HMEP Grant

Mr. Dalton reported the new grant year started on October 1, 2017. We received this year \$106,804. This was a slight decrease from last year. This was planned for out of the three year grant that we received last year. We had a carry-over from the previous year of \$21,399. There will be a slight decrease due to pending invoice payments, so the actual carryover will be closer to \$20,500, which we had talked about using for an exercise.

10th Hazmat Training Workshop Report – Mr. Irwin

Mr. Irwin briefed, the 10th Annual Hazmat workshop will be on May 7 & 8 at the Delaware State Fire School. We have had two meetings and have finalized the agenda for next year. Our next meeting is on the 28th.

New Business:

Approval of the SERC Committee Agenda

Mr. Dalton stated, he has sent out the tentative agenda for the December 13th meeting. We planned to have a presentation by Colonial Pipeline Company to present the basic pipeline operations, the roll of the company incident commander. He noted that the March 7th meeting should have been on the 14th but the fire school was not available. Mr. Dalton received approval from Secretary Coupe to move to the new date.

Mr. Newnam made motion to accept the agenda as submitted and written for the December 13, 2017, SERC Committee Meeting. Mr. Irwin seconded the motion. All approved.

LEPC Emergency Plans Recommended Revisions

Mr. Dalton briefed that during the last meeting there was some recommended revisions to the LEPC Emergency Plans. I collected those revisions a few weeks ago, if there is any additions to those. When we approved the plan, we voted to make those revisions, or recommend those revisions to the plan. I sent the list of revision last week. He asked that the LEPC review the revisions and add them to their plans if applicable. We will conduct our biennial review in 2019.

HMEP Exercise to Test the SERT Plan

Mr. Dalton briefed, last meeting I mentioned that we were going to look at, internally here at DEMA, how we can test the SERC plan. I reached out to our planning and training section and we met earlier in the fall. In August of 2014, we had a Hazmat functional exercise. The thought was we would have a full scale exercise with DEMA involvement. After some discussion, it was determined that a full scale exercise wouldn't test DEMAs capabilities.

A recommendation was made internally here that we have a table top exercise in 2018 and we have functional exercise in 2019 for Hazmat. We would not only be able to use HMEP funds but we also have to other grant funds that we can made available to use as well. The preparation for a table top exercise would be three months, consist of three meetings, and at a cost of \$20,000 to \$25,000. A functional exercise would involve four meetings approximately and would be a six month planning process at a cost of about \$60,000. It was discussed and recommended to test Annex D, the Radiological Incident Response Annex, of the plan because we made so many revisions to this section of the SERT plan. We can look at an incident involving the transportation of the radiological chemicals, which would allow us to combine testing a Hazmat exercise and testing our DNDO functions for monitoring of radiological compounds. That was the recommendation that I am bringing here today.

Mr. Giles made a motion to have a 2018 table-top exercise and a 2019 full-scale exercise to test the *Hazardous Substance Incident Contingency Plan* (a.k.a SERT Plan). Mr. Irwin second the motion. All approved.

SERT Plan Status for Printing and Distribution

Mr. Dalton briefed, the SERT plan has been printed. We received it on Tuesday the 14th. He had already distributed it out by secured PDF to the SERC and the Fire Chiefs, and a portion of the printed copies.

Mr. Dalton briefed, Mr. Irwin recommend the purchase of five "operations" level A suits for Live Release Training for the Hazmat Conference. Mr. Dalton requested the committee to

approve the purchase of five suits for Live Release Training and have them retained by the Delaware State Fire School. Mr. Giles made motion to approve. Mr. Newnan second. All approved

Mr. Irwin gave recognition to Mr. Murtha and Mr. Dalton for an outstanding job with their presentation at the NCCIHMR Planning and Training community dinner. It was very well received and everyone loved the title.

Motion to Adjourn:

Mr. Giles made motion to adjourn. Mr. Newnam seconded the motion. All approved.

Meeting Minutes:

Minutes were taken by Ms. Patty Smenkowski, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on November 20, 2017.

Draft minutes were posted to the State Public Calendar on November 21, 2017.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: _____
AJ Schall, Chair for the SERC Planning and Training Committee